



Arizona Department of Education
Research and Policy Section

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Tom Horne
Superintendent of
Public Instruction

September 2, 2003

Dear Testing Coordinator:

It has come to our attention that many schools are missing date of birth and gender data for a sizeable number of students who have taken the 2003 SAT-9. In order to produce the most accurate Measure of Academic Progress (MAP) analysis to date we would like you to provide the date of birth (year, day, month) and gender for students who are currently missing such data in your schools.

To accomplish this task please follow these steps:

1. Go to the common logon: <https://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon>
2. After you have logged in, select "AZ LEARNS/Adequate Yearly Progress (NCLB)".
3. You will then be able to download your school's 2003 SAT-9 data.
4. Use this file to update the date of birth and gender for each student who is missing this information. Please keep this file for your records.
5. Once you have updated the file you will need to send back a tab delimited text file containing five fields only. The five fields included in this file must be: rowid, day, month, year, and gender.
NOTE: *If the file does not contain these five fields and/or it is not a tab delimited text file we will not be able to process your changes!*
6. The updated files may be sent to Aprieto@ade.az.gov. They **must be received** by **Monday September 8, 2003 by 9:00 a.m.** Files submitted after this deadline will not be accepted. Schools will receive preliminary MAP data on Wednesday September 10, 2003.

If you have any question you may contact Tony Garcy directly at 602.364.1993
agarcy@ade.az.gov.

Thank you,

Tony Garcy, Ph.D.
Education Research Associate